

# Site Plan (SP) Application

Planning and Zoning Division Development Services Department

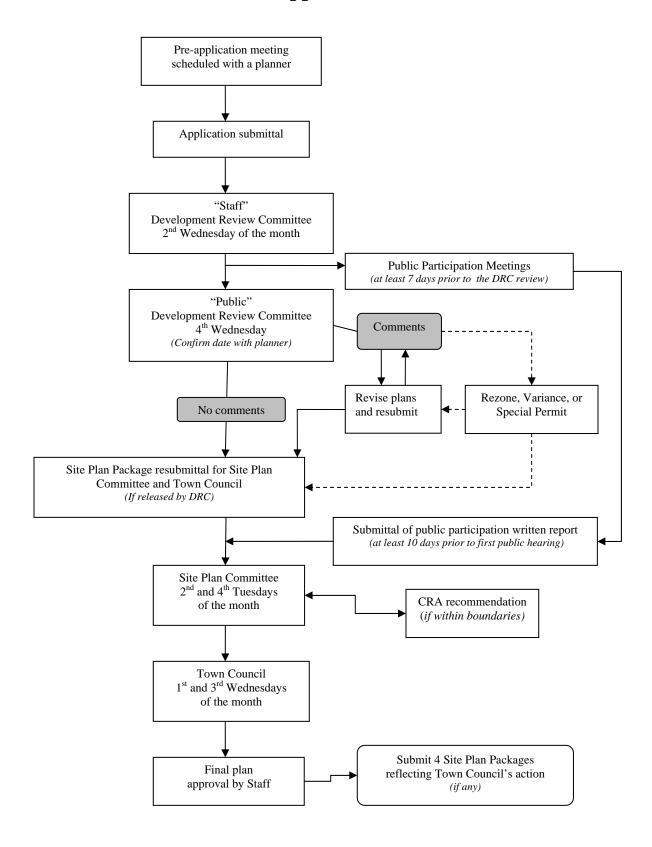
TOWN OF DAVI	IE USE ONLY
Petition Number:	
Initial Fee:	
Receipt Number:	
Submittal Date:	
Received By:	

Folio Number:	5 - 4
Property Address:	
• <b>F</b> • • • • • • • • • • • • • • • • •	
Future Land Use:	
Zoning:	
Project Name:	
Number of Units for	r Residential Site Plans: , ,
Floor area for Non-	residential Site Plans:
Petitioner Info:	
	Name:
	Address:
	Telephone:
	Fax:
	Relationship to the property:
Owner Info:	
owner mo.	Name:
	Address:
	Telephone:
	Fax:

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

OWNER'S NAME(S) (PRINT)	PETITIONER'S NAME (PRINT)	
OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)	PETITIONER'S SIGNATURE	
ADDRESS	ADDRESS	
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE	
TELEPHONE	TELEPHONE	
The foregoing instrument was acknowledged	The foregoing instrument was acknowledged	
before me thisday of,	before me thisday of,	
20, by	20, by	
who is personally known to me or has produced	who is personally known to me or has produced	
as identification and who did take an oath.	as identification and who did take an oath.	
NOTARY PUBLIC:	NOTARY PUBLIC:	
SIGN:	SIGN:	
PRINT:	PRINT:	
My Commission Expires:	My Commission Expires:	

## **Site Plan Application Flowchart**



### **Site Plan Application Checklist**

All required information must be provided at the time of submittal unless otherwise noted. A copy of the pre-application meeting form filled-out with a Town planner. 1. \_\_2. Original application form typed or neatly printed in ink, and notarized properly. 3. One check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations). \_\_4. Copy of warranty deed or most recent tax bill. \_\_5. A letter of intent (on petitioner's letterhead) providing point-by-point proposed detail information relating to the submitted application. This letter shall be attached to all site plan packages that are initially submitted into the Planning and Zoning Division. A letter (on petitioner's letterhead) indicating that the proposed design had a preliminary review and was submitted into Central Broward Water Control District (CBWCD) for approval. (or letter stating the know, etc.) 7. If the proposed residential development consists of ten (10) or more units, provide a letter (on petitioner's letterhead) explaining how the criteria for "Affordable Housing Incentive Program" was fulfilled. \_\_8. Three (3) full size copies of the plat, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County. One (1) tree survey that is to include the location of all non-invasive trees on the site identified by species name (common and botanical), diameter at breast height "dbh" (54" high), and the condition of the trees as determined by an ISA Certified Arborist or a Registered Landscape Architect. Palm trees shall also be measured by linear feet of clear trunk. The tree survey must include the plan for each tree on site (remain, relocate or remove) along with the total sum in inches (dbh) for canopy trees, and the total linear feet of palms to be removed. Existing trees within 25 feet of the property line shall also be identified by species, and size to avoid future growing space conflicts. \_\_10. All site plans must be a maximum size of 24" x 36", drawn at a scale no smaller than 1" = 40'. Provide master site plans at a maximum scale of 1" = 60' and match sheets at a maximum scale of 1" = 40'. \_\_11. For all new construction the following presentation materials must be submitted to staff for review at least one (1) week prior to the Site Plan Committee meeting: a. Color chart that indicates the proposed colors and materials b. Color elevations of all sides of the proposed structure(s) c. Three-dimensional color perspective rendering. Renderings must match proposed elevations or the application will not be scheduled for the Site Plan Committee meeting. \_\_12. Number of site plan packets required: a. Development Review Committee (DRC), Twenty four (24) (Only one package has to be signed and sealed) i. When resubmitting, provide a written response to all DRC comments and staple to the front of each site plan packet. Number of packages depends on how many departments have

b. Site Plan Committee, twelve (12) (signed and sealed)

comments that need to be answered.

- c. Town Council, fourteen (14) (signed and sealed)
- d. Four (4) complete signed and sealed site plans reflecting Town Council action must be provided in order to receive Final Site Plan approval from staff.

<sup>\*</sup> Note: A completed citizen participation plan and a completed citizen participation plan report are required as part of all site plan applications. (Ord.No.2004-31)

### **Site Plan Application Requirements**

The following information must be included within the site plan packages. Construction drawings are not required for site plan review; however, please submit the site plans sheets in the following order with the information noted below:

Please submit site p	lan packages with the sheets in the following order:
1. Cover Sh	neet
	on Plans (if applicable)
2. Site Plan	
3. Survey	
4. Site Deta	ils
5. Concept	ual Paving, Grading, and Drainage Plans (a.k.a. Civil Plans)
6. Floor Pla	ins
7. Elevation	ns (a.k.a. Frontage Plans)
8. Landsca	ping Plans and
Tree Sur	vey (if applicable)
9. Lighting	Plans (a.k.a. Photometric Plans)
<b>10.</b> Fire and	Rescue Plans
Tempora	ry Uses Plans (if applicable)
1. Cover S	
1.1.	Index
1.2.	Title block with project name
1.3.	Project address or folio number
1.4.	Project name
1.5.	Names of developer and team with addresses, telephone fax numbers and e-mail
1.6.	Legal description
1.7.	General location map showing the project site in relation to the major road systems and/or
	natural features within the Town
1.8.	Current level of development approved by Broward County based upon the plat
1.9.	Statement describing the character of the proposed development that includes the following
	information:
	1.9.1. Name of the development
	1.9.2. Adult or family orientation/purpose/use
	1.9.3. Estimated overall and/or per unit cost as applicable
	1.9.4. Proposed ownership and control
	1.9.5. Anticipated traffic generation (provide Traffic Impact Study)
	1.9.6. Type of utilities to serve the project

#### 2. Site Plans

- \_\_2.1. Scale
- \_\_2.2. North arrow
- \_2.3. Signed and sealed
- \_2.4. Site boundaries clearly shown and tied to section corners
- \_\_2.5. Building envelope (*footprint*)
- \_\_\_2.6. Provider of utilities (i.e. water, wastewater, cable, solid waste, and electric)
- \_\_\_2.7. Street signage (i.e. Stop, Do Not Enter, etc.)
- 2.8. Street striping (i.e. Stop Bar, Lane Striping, etc.)
- 2.9. Crosswalks
- \_\_2.10. Walls (fences, retaining walls)
- \_\_2.11. Curb types
- \_\_2.12. Right-of-way locations/information

2.13. Drainage, utilities, and other easements 2.14. Vehicular access openings (including non-vehicular access lines (NVAL)) 2.15. Future land use of the property and all contiguous parcels 2.16. Existing Zoning of the property and all contiguous parcels 2.17. Existing structures or elements to remain Indicate adjacent areas under same ownership (if applicable) 2.18. Water bodies, measured to the top of bank 2.19. \_\_2.20. Water body maintenance easements \_\_2.21. Bicycle lanes/paths 2.22. Sidewalks or pedestrian access ways connecting with rights-of-way \_\_2.23. Equestrian trails Recreation trails 2.24. 2.25. Location of ground mounted equipment (i.e. air conditioners, mailboxes, back flow preventors, F.P.L. boxes, powerlines, etc.) Location of existing intersections, bridges, sidewalks, driveways, curbs and streets \_\_2.26. \_\_2.27. Internal streets, public or private, and their size Services truck turning radii 2.28. 2.29. Sight triangles 2.30. Stacking spaces (if applicable) 2.31. Indicate elevations of parking Indicate elevations of building pads \_\_2.32. 2.33. Vehicular circulation 2.34. Pedestrian circulation \_\_2.35. Parking landscaping isle dimensions \_\_2.36. Parking feasibility Number parking spaces (i.e. circled numbers, linear dimensions, etc.) 2.37. 2.38. Compact parking spaces (i.e. provided with the letter "C") 2.39. Parking with wheel stops 2.40. Parking with two-foot overhangs 2.41. Handicap ramps \_\_2.42. Handicap spaces Illustrate handicapped feasibility 2.43. 2.44. Locate handicapped signs \_\_2.45. Loading areas \_\_2.46. Fire lanes 2.47. Dumpster enclosures 2.48. Light poles \_\_2.49. Mark areas needed for enlarged plans (i.e. dumpster, HC stalls, and signs) \_\_2.50. Show dimensioned distances, clearly differentiating between existing and proposed: \_\_2.50.1. Between all structures and property lines Structures from easements and rights-of-way, including corner chord 2.50.2. 2.50.3. Structures from water bodies, measured to the top of bank 2.50.4. Paved areas \_\_2.50.5. Roadways 2.50.6. Bicycle lanes/paths 2.50.7. Sidewalks/pedestrian access ways 2.50.8. Equestrian/recreation trails

	2.51.	Desidential site plan teleplan information.
	2.31.	Residential site plan tabular information:
		2.51.1. Future land use plan map classification
		2.51.2. Town of Davie official zoning map designation
		2.51.3. Size of site (square footage, gross and net acreage)
		2.51.4. Total open space/landscape area (square footage, acreage and percent)
		2.51.5. Total impervious (square footage, acreage and percent)
		2.51.6. Total square footage of each building or structure on site
		2.51.7. Percentage of total site occupied by buildings or structures
		2.51.8. Number of dwelling units
		2.51.9. Gross and net density per acre
		2.51.10. Number of dwelling units in each building
		2.51.11. Number of 1,2,3, etc. bedroom units
		2.51.11. Total gross floor area of each type of residential unit
		2.51.12. Total gross froot area of each type of residential unit2.51.13. Number of required and provided parking spaces, including handicapped, and
		the method used to calculate
	2.52	
	2.52.	Non-residential site plan tabular information:
		2.52.1. Future land use plan map classification
		2.52.2. Town of Davie official zoning map designation
		2.52.3. Size of site (square footage, gross, and net acreage)
		2.52.4. Total open space/landscape area (square footage, acreage, and percent)
		2.52.4.1. Total open space in vehicular use area (square footage, acreage,
		percent)
		2.52.4.2. Total landscape buffers (square footage, acreage, percent)
		2.52.5. Total impervious area (square footage, acreage, percent)
		2.52.6. Total square footage of each building or structure
		2.52.6.1. Percentage of total site occupied by buildings or structures
		2.52.7. Number of required and provided parking spaces, including handicapped, and
		the method used to calculate
		2.52.8. Number of required and provided loading spaces, and the method used to calculate
3.	Survey	
	3.1.	Scale
	3.2.	North arrow
	3.3.	Signed and sealed
	3.4.	Legal description
	3.5.	Site boundaries clearly shown and tied to section corners
	3.6.	Survey shall have been conducted within the last two (2) years and have the seal of the
		appropriate professional
	3.7.	Date of drawing (including revision dates)
	3.8.	Angles and bearings
	3.6.	
		Utility poles Catab basin
	3.10.	Catch basin
	3.11.	Manholes
	3.12.	Fire hydrants
	3.13.	Water, sewer, and storm lines
	3.14.	Topographic showing the existing ground elevations, pavement, structures, watercourses,
		all easements, road right-of-way within and adjacent to the property
	3.15.	Water bodies measured from the top of bank
	3.16.	Trees over 3" caliper (located on the site, identified by species name, caliper, size, and
		condition be provided, the survey shall fulfill the site plan application submittal
		requirement of a separate tree survey)
	3.17.	Buildings
	3.17.	Berms and walls
	5.16.	
	3.19.	Light poles

	3.20.	Fire nydrants
	3.21.	Underground facilities
	3.22.	Intersections
	3.23.	Bridges
	3.24.	Sidewalks
	3.25.	Driveways
	3.26.	Curbs
	3.20.	Streets
	3.27.	
		Adjoining and internal streets and their widths  Picture of way dedications and/or assembnts with O.P. hooks and pages
	3.29.	Rights-of-way, dedications, and/or easements with O.R. books and pages
4.	Site Det	ails
	4.1.	Scale
	4.2.	North arrow (if applicable)
	4.3.	Signed and sealed
		Signed and scaled
5.	Civil Pla	ans
	5.1.	Scale
	5.2.	North arrow
	5.3.	Signed and sealed
	5.4.	Legal description
	5.5.	Provide clear boundaries with dimensions and bearings
	5.6.	Broward County's conditions for plat approval
	5.0. 5.7.	Internal sidewalks
	5.8.	Sidewalks along public roads (if applicable)
	5.9.	Retention areas
	5.10.	Drainage easements
	5.11.	Canals, including lake cross sections
	5.12.	Curb types
	5.13.	Sidewalks ramps
	5.14.	Sidewalk connection from public right-of-way to internal walkway or building
	5.15.	Equestrian/recreational trails (if applicable)
	5.16.	Dimensions between access points (minimum 250 feet between them)
	5.17.	Traffic control including stop signs, stop bar, stripping and markings
	5.18.	Clear sight triangles at the driveway entrance (Section 12-205(6)(b))
	5.19.	Cross-sections and profile sections
	5.20.	Dimensions, setback lines, bearings, centerline, and curve data
	5.21.	Dimensions and character of construction, including bearings, centerline dimensions and
		curve data of proposed street, alleys, driveways, and grading plan.
	5.22.	Provide storm water management calculations ( <i>Drainage District approval is required</i> )
	5.23.	Traffic study or traffic analysis on how project will affect local road network
	5.24.	Location and proper access to trash enclosure (if applicable)
	5.25.	Location for lift station or proposed wells (if applicable)
	5.26.	Location for all backup generators (if applicable)
	5.27.	Radii for driveway entrances (minimum 25')
	5.27.	American Disability Act (ADA) requirements
	5.29.	Parking space to drive aisle throat (minimum 25'avoiding conflict with clear aisle flow of traffic)
	5.30.	Computation for total acres and show lot sizes on plan
	5.31.	Fire hydrants location (existing and proposed)
	J.J1.	THE HYDRANG IOCAHOH (EXISTING WHA PTOPOSEA)

	5.32.	Schematic Engineering Plans Showing:
		5.32.1.1. Stormwater management plan
		5.32.1.2. Preliminary design of grading and grading plan
		5.32.1.3. Preliminary design of water distribution and sewer collection systems
		indicating location and size of water main and sanitary sewer
		5.32.1.4. Existing and proposed elevations of the adjoining sites, abutting the property
		in review on all sides along its perimeter
		5.32.1.5. Existing and proposed lakes, canals, and waterways with elevations and
		depths
		5.32.1.6. Existing and proposed off-site improvements
		5.32.1.7. Locations of buildings, lots driveways sidewalks and roads
		5.32.1.8. Finished floor elevation of buildings
		Streetscape features
	5.34.	Traffic engineering plans showing all pavement markings, traffic signs, street number signs
		and other signs (a separate plan must be submitted)
	5.35.	Service truck access route plan (indicated minimum inside, centerline and outside radii
	<b>7</b> 0 c	required and shade route area on plan)
	5.36.	Fire lanes
6.	Floor Pla	anc
U.	6.1	Scale
	6.2	North arrow
	6.3	Signed and sealed
	6.4	Dimension room labels
	6.5	Hidden lines (i.e. roof, equipment, proposed walls, etc)
7.	Elevation	ns
	7.1	Scale
	7.2	Signed and sealed
	7.3	Label elevation sides (north, east, south, and west)
	7.4	Dimensions
	7.5	Label materials
	7.6	Label colors
	7.7	Label conceals equipment on roof
	7.8	Label height of structure
R	Landsca	ne Plans
0.	8.1	Scale
	8.2	North arrow
	8.3	Signed and sealed
	8.4	Preserved trees
	8.5	Dimensions of landscape elements, pedestrian zones, and buffers
	8.6	Species – height, spread, scientific name, common name, trunk diameter
	8.7	Surface materials list
	8.8	Number of trees required/provided and sq. ft. of landscape areas
	8.9	Length of landscape islands
		6

8.10	Landscape calculations in tabular form:
	8.10.1 Data indicating the overall square feet
	8.10.2 Square feet of parking areas and buildings
	8.10.3 Square feet of open space, gross, and net acreage
	8.10.4 Number of street trees, and buffer trees
	8.10.5 Parking island trees
	8.10.6 Lot trees required and provided
	8.10.7 Percent native at least 25%
	8.10.8 Percent palms-no more than 25%
	8.10.9 Percentage of 10', 12', 14'-16' trees
8.11	Easements
8.12	Rights-of-way
8.13	Drainage structures
8.14	Existing trees, shrubs, site improvements, and utilities (including power lines) on abutting
	properties within 25 feet of the property line
8.15	Site lighting (min. 15' separation on large trees and 7.5/on small trees/palms w/ dashed
	symbols)
8.16	Landscape islands trees
8.17	Sight triangles
8.18	Add a note that a Tree Removal/Relocation Permit are required prior to removing or
	relocating any tree(s)
8.19	Trees which are to remain or be relocated
8.20	Survey should be conducted by a registered Landscape Architect or an ISA Certified
	Arborist that has completed a course in tree hazard assessment
8.21	Tree protection barriers
8.22	A note on the landscape plans that all trees must be installed at least 5 feet from hardscape
8.23	A note on the landscape plans that all palm trees must be installed at least 3 feet from
	hardscape
8.24	Large and medium maturing trees must be a minimum of 10 feet from a building
8.25	Minimum distance away from a building or light pole should be the length of a given
0.26	species' typical frond length plus two feet
8.26	A note on the landscape plans that no substitution can be made without the Town of Davie
0.27	approval.
8.27	A note to remove all invasive, and exotic pest plants from the site
8.28	Ground appliances (shall be screened on 3 sides with landscaping shrubs (not Ficus
	benjamina) installed every 2 feet, at a minimum height of 3 feet, and with mulch applied to
8.29	the plant bed)  A note on the landscape plans that states all owners of the land or their agents shall be
0.29	A note on the landscape plans that states all owners of the land or their agents shall be responsible for the maintenance
8.30	A note on the landscape plan that all fire hydrants and fire check valves must be clear of
0.50	landscaping at a minimum of 7.5 feet from the front and sides, with 4 feet at the rear
8.31	A note on Xeriscape principles and drought tolerant plants consistent with § 12-103.
8.32	Soil requirements:
0.52	8.32.1 2 inches under sod
	8.32.2 4-6 inches in plant beds
	8.32.3 30 inches where existing asphalt is being eliminated (backfilled with 70% sand
	and 30% organic soil mix)
8.33	Fertilizing notes consistent with Best Management Practices (fertilizer formulas contain
	2% or less of Phosphorus, and incorporate 90 to 100% slow release Nitrogen)
8.34	Note that required landscape buffers must be completely installed prior to or by the first
	25% of the C.O.s are issued
8.35	Note that the landscape contractor must schedule an on-site pre-installation meeting with
	Town Landscape Unit.

#### 9. Lighting Plans 9.1 Scale 9.2 North arrow 9.3 Signed and sealed 9.4 Light pole location 9.5 Fixture colors 9.6 Photometric counts must be extended to all property lines 9.7 Foot candle measured at grade level 9.8 Light pole detail 10. Fire and Rescue Plans Place all notes and details on separate labeled and numbered Fire Department Standard (FDSS) sheet(s) \_\_10.1 Scale \_\_10.2 North arrow \_\_10.3 Signed and sealed \_\_10.4 Details for all signs (i.e. FD Connections, fire hydrant installation, and lock box *location(s)* and all other signs that may apply) \_\_10.5 Fire Department connection sign stating "No Parking, Fire Department Connection" \_\_10.6 Addresses on commercial buildings and properties including suite number for multiple tenants buildings (required on front and rear doors of all properties in minimum 6" *numerals contrasting with their background)* \_\_10.7 Addresses on residential buildings and properties (required on front doors of all in *minimum* 6" *numerals contrasting with their background*) \_\_10.8 Public fire protection water supply system \_\_10.9 Water supply facilities either existing or proposed shall be adequate to meet the fire protection needs and shall be installed prior to construction. Fire flow calculations as provided by a professional engineer (calculations must be shown 10.10 on separate, sealed sheets) all calculations shall be in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service 10.11 Denote existing and proposed fire hydrant locations Residential projects fire hydrants placed on lines 6" or larger in diameter and shall be spaced so that the furthest portion of all principal buildings or dwelling units therein, and all buildings areas of site plan and parcels are within 300' of a hydrant as a fire hose is normally layed \_\_10.13 Other than residential main size is a minimum of 8" in diameter and on a looped water Other than residential, fire hydrants shall be spaced so that the furthest exterior portion of a building is within 200' of a hydrant as a fire hose are normally layed \_\_10.15 Fire hydrants deliver fire flow gallon-age with a residual pressure of 20 psi \_\_10.16 Fire hydrant shall be installed within 50' of any fire department connection \_\_10.17 Fire hydrant clearance from landscaping or other obstructions (7 ½ 'in front and to the sides, 4' to the rear) \_\_10.18 Include a detail of fire hydrant installation on the plan \_\_10.19 No Parking within 15' from either side of a fire hydrant \_\_10.20 Road pavement markers (blue for hydrants and red for fire department connections) 10.21 Fire access road extending within 50' of a single exterior door providing access to the interior of the building 10.22 Fire access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft from fire

building or facility

department access roads as measured by an approved route around the exterior of the

10.23	Fire access area is constructed of a paved surface, or sod on crushed rock with concrete
	grids capable of supporting vehicles weighing up to 32 tons
10.24	Fire access area is connecting to public streets, roadways, or private streets with curb cuts
	extending at least 2' beyond each edge of the fire access area
10.25	Fire access areas are no closer than 10' or further than 30' from the building
10.26	Fire access areas shall be free of all obstructions
10.27	Fire access signs shall be properly posted at entrances and shall not be blocked by any
	structure or landscaping
10.28	A recordable instrument granting perpetual access to the subject property for public safety
	purposes
10.29	All traffic limiting devices (i.e. speed bumps) not creating delays for emergency response
	vehicle
10.30	A route shall be provided for all fire apparatus to have a forward means of exiting the drive
	with a minimum centerline turning radius of 50'
10.31	Dead-end roads exceeding 150' shall have a turning area
10.32	Dead-end roads exceeding 300' shall have a turning area, no less than 100' in diameter
10.33	Paved roads and turning areas have 14' of vertical clearance
10.34	Fire access roads shall be a minimum 20' wide
10.35	The AHJ authority to require an access box(s) to be installed in an accessible location
	where access to or within a structure or area is difficult because of security
10.36	Automatic security gates have a Davie Fire Rescue (DFR) approved key override, and an
	audio (yelp) override system, a numerical keypad with D.F.R approved access codes. In the
	event of power failure the access gate shall open.
10.37	Fire access roads posted with fire lane signs at every 60'
10.38	Striping along continuous curbing for the length of the structure and extending 50' beyond
	the structure or to the edge of the pavement, whichever is less (striping parallel four-inch-
	wide yellow striped lines every 5' on center extending at least 3' from the edge of the
	pavement)
10.39	Approved no parking fire lane signs (no parking fire lane by order of the fire department)
	and designation ( <i>striping</i> ) provided at normal emergency access points to structures and
	within 10' of each fire hydrant, sprinkler or standpipe riser
10.40	Fire lane sign size shall be 12" by 18", white background with red letters and shall be a
10.10	maximum of 7' in height from the roadway to the bottom part of the sign.
	maximum of 7 in height from the fourtway to the bottom part of the sign.